

INFORMATION AND MANAGEMENT SUPPORT STAFF

1. Logistics Integrated Management System (LIMS) Developments
 - ° LIMS development and quality control contracts were terminated because:
 - °° concerns about quality and timing of software being delivered
 - °° commercial software packages appeared to satisfy LIMS requirements
2. Agency Standard Accountable Property System (ASAPS) Developed and Marketed
 - ° ASAPS design revised, new software written, and 35 users converted to the system
3. Logistics Overseas Computer System (LOCS) Deployed
 - ° ASAPS software design adopted for use on a Wang PC-based system for use in field stations
 - ° Hardware and software deployed overseas to non-classified environment for test purposes
 - ° Software will be revised based on test results
4. Personal Property Claims Publication
 - ° Fifth edition of "Government Liability for Personal Property Claims" published

PERSONNEL AND TRAINING STAFF

1. Recruitment Effort

- STAT ° Finished fiscal year 16 over ceiling
- STAT ° professional/technical clerical/wage EODs
- STAT total)
- STAT ° On 30 September 1985, professional, technical, clerical and wage applicants in process

2. Increased Training

- STAT ° OL Orientation Course given 7 times to employees in order to reduce backlog of careerists who had not attended and ensure new EODs attend course

PROCUREMENT MANAGEMENT STAFF

1. Acquisition Handbook Revised

- STAT ° Revamped Acquisition Handbook, which is used by Agency contracting and technical personnel

2. FAR Implementation

- ° Established checklists for FAR clauses to be used in lieu of the old DAR General Provisions
- ° Distributed the "Guide for Use of Solicitation Provisions and Contract Clauses"
- ° Memorandum sent to all procurement elements on FAR implementation

3. Initiated Contracting Officer Warrant System

- ° 20 certificates issued

4. Training Efforts

- Presented 8 runnings of Acquisition Management for
CIA technical personnel to [] students in attendance
- Eight sessions of Brown Bag Workshops were held with an
average [] employees per session
- [] Contract Support Assistants attended a one-day
session to receive instructions in the preparation of
FAR contracts
- At a workshop for Contracting Officers, [] staff employees
received instruction in CIA FAR implementation, CICA, new
initiatives and the newly formed Contract Administration
Branch

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5. Formed New Contracting Team

- New CIA Contracting Team created for the Office of
Communications

6. Added New Vendors

- [] vendors added to Bidders Mailing List
- Conducted business with [] contractors

7. Acted Upon the Competition in Contracting Act

- Circulated memorandum to all Contracting Officers outlining
the data CONIF will capture as a result of CICA
- Replied to GAO request for compliance with CICA
- Drafted Headquarters Notice which is currently undergoing
coordination.
- Reviewed two competition waivers--one for OC standardized
items and the other for OTS

1. Expedited the Security Clearance on Allied Maintenance

Personnel

- ° Conducted [] prepolygraph interviews and coordinated the security processing, briefing and badging of Allied Maintenance applicants

2. Increased Number of Contractor Facilities Cleared to Store Classified Material

- ° At the end of FY-85 there were [] contractor facilities cleared compared to [] at the end of FY-84, a 6 percent increase

3. Rewrote Standard Security Procedures for Contractors

- ° First update of White/Green Book since 1979

PRINTING AND PHOTOGRAPHY DIVISION

1. Began Publication of a New Current Intelligence Report the Midday Intelligence Report (MIR)

- ° Only 15-minutes allowed to compose job and produce final page output

2. Completed a USSR Energy Atlas

- ° Largest P&PD job to date with over 20,000 copies produced
- ° Two-color press utilized on a full-time basis for a six-week period

3. Implemented Secure Printing Procedures for the President's Daily Brief, the National Intelligence Daily, and Selected National Intelligence Estimates

- ° With this type of printing, unauthorized copies to any and all portions of document can be traced back to consignee

Acquisition of Militarily Significant Western Technology:

An Update

- ° Approval to print received 6 September and all 50,500 copies required were completed by 13 September, well before the 18 September deadline
 - ° Short deadline required that portion of job be contracted to a commercial printer
5. Provided Photographic Support to the Department of Justice in the Ronald Rewald Case
- ° Designed and produced 132 40" x 50" briefing board exhibits
6. Recruitment Efforts
- ° Conducted recruitment campaigns in Pittsburgh, Atlanta, Knoxville and Los Angeles
 - ° Established Cooperative Work Study Program with

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PROCUREMENT DIVISION

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- STAT
1. Procurement Activity Increased
- ° Actions - From 24,455 in FY-84 to 27,614 in FY-85
 - ° Dollars - From in FY-84 to in FY-85
2. Professional Positions Encumbered
- ° All professional positions were encumbered with the exception of the newly authorized Contract Administration and Settlement Branch
3. Contract Administration and Settlement Branch Established
- ° Established to perform management, administration, follow-up settlement, and closeout of all Agency low dollar value acquisitions, high dollar value equipment, production contracts, selected services, Agency-funded automated data processing equipment, and selected R&D contracts

Small Purchases Branch

- Has given Contracting Officers more time to concentrate on high dollar value contracts
- Shortened procurement processing time for low dollar acquisitions

REAL ESTATE AND CONSTRUCTION DIVISION

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1. Phase I of [REDACTED] Renovation Project Completed With Agency Occupancy Beginning in April
2. External Buildings Operations Branch Assumed Responsibility for Operation and Maintenance of External Buildings in the Metropolitan Area and for Parking

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3. Established Regional Engineering Position [REDACTED]

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4. Developed and Completed the Design Phase for [REDACTED]

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5. National Capital Planning Commission Approved Plans for a [REDACTED]

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6. Negotiated an Agreement to Lease [REDACTED]

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7. Assisted in Negotiating a Contract with Runzheimer Company in Behalf of the SSA/DDA and the Allowance Policy Committee to Obtain Cost of Living Data in Selected U.S. Cities

8. Delegation of Authorities Granted

- From GSA to directly contract for alterations/repairs and construction costing up to \$25,000 in Agency external buildings
- From RECD to certain administrative and logistics officers to contract for minor repairs/alterations costing under \$1,000 in external buildings

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SUPPLY DIVISIONSTAT 1. Experienced Record-Level Workload at

STAT 2.

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6. Implemented Bar Coding NEW BUILDING PROJECT OFFICE1. North and South Towers "Topped Off"2. Contract Awarded to Centex Construction Company for New
Headquarters Building3. First and Second Parking Decks of Parking Garage Made
Available to Agency Employees4. Parking and Traffic Management Contractor Selected and
Commenced Work5. Selection of A&E Firm for Day Care Center Made6. Phase I of Office Fitup and Layout Completed to Individual
Desks7. Virginia Department of Highways and Transportation Instructed
to Proceed with Design of Route 123 Construction8. Final Drawings for George Washington Memorial Parkway
Acceleration Lane Received by CIA9. Extension of North Parking Lot and construction of Permanent
Lot 1 Completed Phase B of Parking Plan10. Subcontractor Completed Asbestos Removal in Power Plant11. Senate Select Committee Staffers Briefed on Status of New
Headquarters Building

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